

# How to Enter Agency Mileage

## 1. Login to your BIZNET Account

State of Connecticut  
BIZNET

Login  
Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.  
If you do not have a log-in ID, you will need to create one.  
Please use the button to the right labeled "Create New Account" to proceed.

E-Mail Address  
Password  
Login

Create New Account  
Forgot Password  
Update Account  
Resend Activation Link

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All State [disclaimers and permissions](#) apply.  
Hit Count: 1,587,683

## 2. Select **Agency Mileage Data Entry**

DAS State Of Connecticut  
Department of Administrative Services  
Fleet Administration

Current User: amanda.nattinger@ct.gov Log Out

Fleet Utilization System Entrance

Please select a system role or click [here](#) to apply for a new one.

Agency Mileage Data Entry Agency Billing Review  
Home Garaged - No Personal Utilization Commuting Home to Office  
DAS Fleet Employee State Auditor

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## 3. Select **Month** you are entering mileage in for from drop down options

DAS State Of Connecticut  
Department of Administrative Services  
Fleet Administration

Current User: amanda.nattinger@ct.gov System Role: DAS Fleet Employee Edit Profile Roles Log Out

Mileage Data Entry

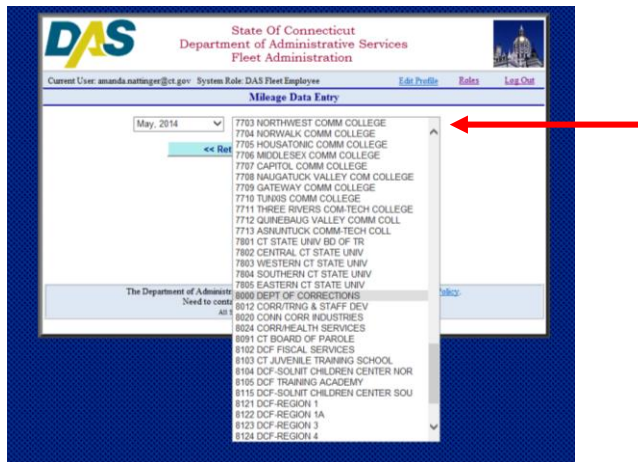
Select a Month: May 2014, April 2014, March 2014, February 2014, January 2014, December 2013, November 2013, October 2013, September 2013, August 2013, July 2013, June 2013, May 2013, April 2013, March 2013, February 2013, January 2013, December 2012, November 2012, October 2012, September 2012, August 2012, July 2012, June 2012, May 2012, April 2012, March 2012, February 2012, January 2012

Return Go To Billing >>

Please select a Month

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4. Choose your agency
  - a. If you have 1 agency: system should send you automatically to step 5.
  - b. If you have multiple agencies, choose the one you are working with, system should automatically send you to step 5 after choosing your department



5. Editing your mileage

May, 2014 -- 8000 DEPT OF CORRECTIONS -- All Records  
Page 1 of 44

Vehicle ID	Plate	Start Miles	End Miles	Days Used	Edit	
18126	145-UOP				<a href="#">Edit</a>	A
18444	179-UOP	80330			<a href="#">Edit</a>	A
18546	192-UOP	85603	87042	20	<a href="#">Edit</a>	H
18556	202-UOP	88725			<a href="#">Edit</a>	H
18557	203-UOP	95017	96551	20	<a href="#">Edit</a>	H
18558	204-UOP	131480			<a href="#">Edit</a>	A
18560	206-UOP	82201	84245	19	<a href="#">Edit</a>	H
18561	207-UOP	90845			<a href="#">Edit</a>	A
18563	209-UOP	82044	83304	17	<a href="#">Edit</a>	H
18568	214-UOP	101932			<a href="#">Edit</a>	H

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 ...

Data Entry Responsibility: A = Agency, C = Home-to-Office Commuter, H = Home Garaged

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- a. Click **Edit** on the row you want to add or change mileage data in.
  - b. Enter the ending mileage and number of days used (you can also enter starting mileage if it is empty, but don't have to)
  - c. Click **Save** to save your entry. The next row will automatically go into edit mode.
  - d. You can use the **Previous Row** and **Next Row** links to move up or down in the grid
6. Use the **Show Unreported Only** button to show only the rows where the end miles or days used are empty. Click button again to show all records
7. Use the **Show Single Vehicle** button to find a single vehicle. Click the button again to show all vehicles.